Processes : Sub-Processes :

HRMS Training Documents

Next Increase Date_Create

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/20/05	Chylynn Hansel	Draft
4/20/05	Teresa Dillon	SME review
4/22/05	Heather Hanson	Training review
4/28/05		Agency Review
5/16/05	Chylynn Hansel	Edits for Agency Review
5/19/05	Teresa Dillon	SME Review
5/19/05	Heather Hanson	Training Review
6/7/05		Agency Review
7/7/05		Internal Review
4/20/06	Chylynn Hansel	Rename Procedure

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Processes : Sub-Processes :

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Purpose

Use this procedure to enter the date of the employee's periodic pay increase in the *Next Increase* field in *Basic Pay* infotype (0008) when employee has received a periodic pay increase.

Trigger

Perform this procedure when employee has received a periodic pay increase.

Prerequisites

- Employee has received a periodic pay increase.
- Periodic Pay Increase report is run in HRMS.
- Pay Scale Reclassification report has been centrally run.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

When an employee receives a periodic pay increase, the date in the Next Increase field will no longer be displayed on *Basic Pay* infotype (0008).

You will be able to run a report to see when employee's next pay increase is scheduled.

See <u>Date Specifications After Updates</u> to enter prior Periodic Increment Date (PID) in *Date* Specifications infotype (0041).

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	Example: Make an entry in all required fields.
	Action: Fix the problem(s) and then click (Enter) to proceed.
Warning	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click
	(Enter) to proceed.
Confirmation	Example: Save your entries.
or 💞	Action: Perform the required action to proceed.

State of Washington HRMS

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Processes : Sub-Processes :

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Rel	lated	Pro	ced	ures

Date Specifications After Updates

State of Washington HRMS

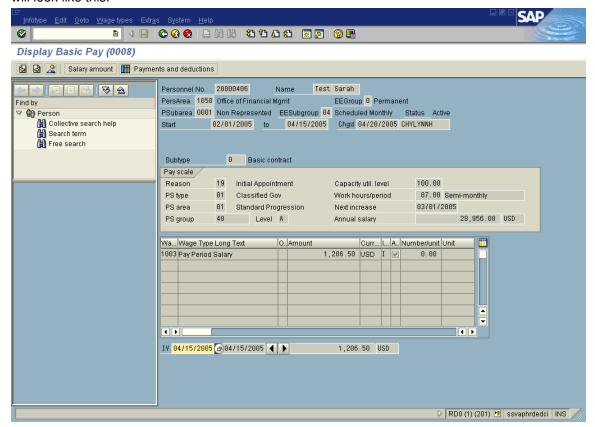
File name:
NEXT_INCREASE_DATE.DOC
Reference Number:

Version: SME Approved Script Last Modified: 4/25/2006 2:29:00 PM

Processes : Sub-Processes :

HRMS Training Documents

Prior to running payroll and the Pay Scale Reclassification report the *Basic Pay* infotype (0008) will look like this.



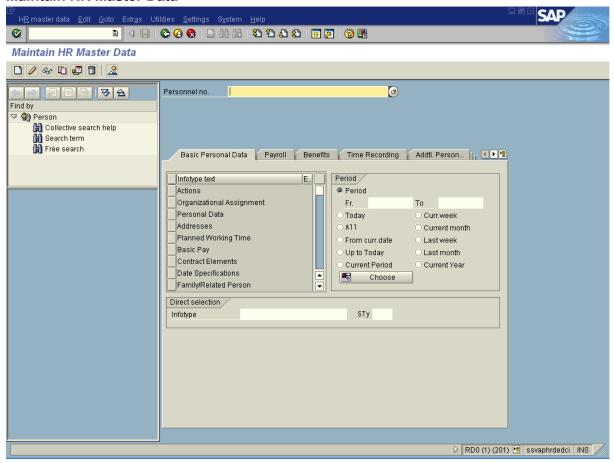
Processes : Sub-Processes :

HRMS Training Documents

Procedure

1. Start this transaction using the above menu path or transaction PA30.

Maintain HR Master Data



2. Complete the following field:

Field Name	R/O/C	Description	
Personnel no.	R	The employee's unique identifying number.	
		Example: 20000406	

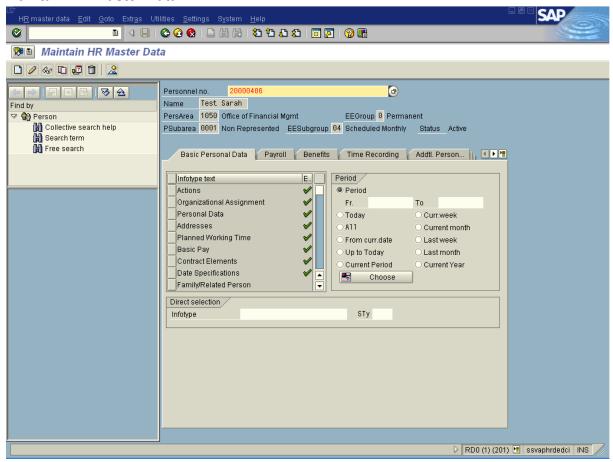
3. Click (Enter) to validate the information.

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Processes : Sub-Processes :

HRMS Training Documents

Maintain HR Master Data

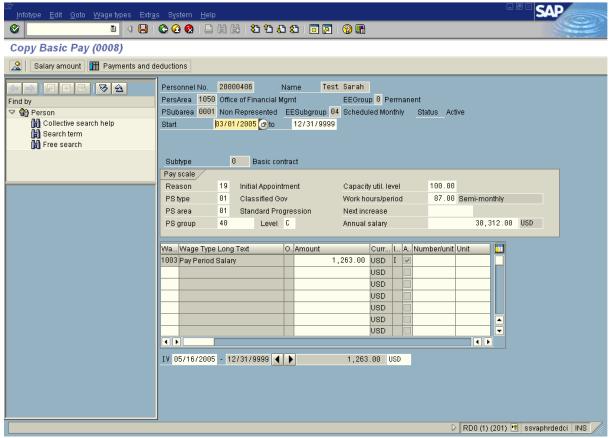


- **4.** Click the gray box to the left of Basic Pay to select.
- 5. Click (Copy) to copy and continue.

Processes : Sub-Processes :

HRMS Training Documents

Copy Basic Pay (0008)



6. Complete the following fields:

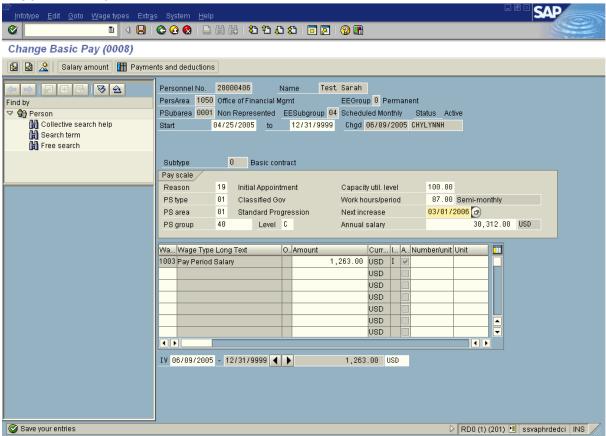
Field Name	R/O/C	Description	
Start	R	The creation date of the new record. Example: 4/25/2005	
Next Increase	R	The date of the next scheduled pay increase.	
		Example: 03/01/2006	

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Processes : Sub-Processes :

HRMS Training Documents

Copy Basic Pay (0008)



- 7. Click (Enter) to validate the information.
- 8. Click (Save) to save.
- **9.** You have completed this transaction.

Result

You have created the periodic increase effective date.

Comments